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JUL 1965

MEMORANDUM FOR: Executive Assistant to the Director

SUBJECT : Briefings for the Director

REFERENCE : Memo dtd 30 June 65 to DD/P, DD/L, DD/S&T,
and DD/S fr EA/DCI, same subject

1. On the morning of 24 April 1965, Colonel White and I briefed the Director on the organization of the Support Directorate, the functions of each of the Offices in the Directorate, and the relationship of the Support Directorate activities in furnishing support to all Agency components.

2. I believe it would be both informative and helpful to the Director if he were briefed by each of the Support Office Heads on their activities, office objectives, and problems. I would suggest an hour for each Office briefing and that the most appropriate order would be as follows: Personnel, Security, Medical Services, Communications, Training, Logistics, and Finance.

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R. L. Bannerman
Deputy Director
for Support

A-SPA-DD/S:FHM:fmf (1 July 65)

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